

Break-out Sessions Available

AFM Overview

Carol Shelton

Web Page Design

Jill Philpot

Adobe Acrobat

Andrea Miller

Excel

Paula Snell

PowerPoint

Rhonda Sampson

Public Speaking

Dave Carter

Retirement

Darrell Cole

Writing and Proofreading Skills

Sandy Miller Hays and Cathy
Lonaberger

Tips & Tricks

Andrea Miller

NACOP



"Partnership for Success"
2006 NACOP Conference
St. Louis, MO

Special Thanks

To all of the speakers
who so kindly gave of
their insight and
knowledge to the
members of the National
Advisory Council for
Office Professionals, we
thank you.



National Advisory Council for Office Professionals (NACOP)

**"Partnership for
Success"**

May 8 – 11, 2006
Millennium Hotel Complex
St. Louis, MO

NACOP 2006 Conference

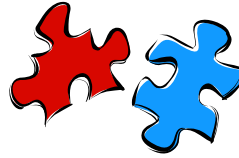
AGENDA

Monday, May 8, 2006

- 4:00 – 7:00 **Conference Registration**
5:30 – 7:00 **Welcome Reception**
7:00 – 8:00 **ARS Family Feud**

Tuesday, May 9, 2006

- 7:30 – 8:00 **Coffee Talk**
8:00 – 8:15 **Welcome & Logistics**
WELCOME
8:15 – 8:30 Steven R. Shafer
Director, MWA
8:30 – 9:00 Edward B. Knipling
Administrator
9:00 – 9:30 James H. Bradley
Deputy Administrator for
Administrative and Financial
Management
9:30 – 10:00 **BREAK**
10:00-11:00 **General Session**
America: Abundant
Diversity
Barbara King, NPA
11:00 – 12:30 **Break-out Sessions**
12:30 – 1:30 **LUNCH**



Tuesday (continued)

- 1:30 – 3:00 **Break-out Sessions**
3:00 – 3:30 **BREAK**
3:30 – 5:00 **General Session**
Partnership for Success
Suzie Humphreys

Wednesday, May 10, 2006

- 7:30 – 8:00 **Coffee Talk**
8:00 – 8:15 **Housekeeping**
8:15 – 9:45 **General Session**
7 Habits: Building Trust &
Relationships
Dave Carter, DAAFM
9:45 – 10:15 **BREAK**
10:15 – 12:00 **General Session**
The Art of Writing Your
Performance
Documentation
Diane Strub, MWA
12:00 – 1:30 **LUNCH**
1:30 – 3:00 **Break-out Sessions**
3:00 – 3:30 **BREAK**

Wednesday (continued)

- 3:30 – 5:00 **General Session**
Out of Harm's Way–Make
Smart Safety Choices
Nancy Hightshoe

Thursday, May 11, 2006

- 7:30 – 8:00 **Coffee Talk**
8:00 – 8:15 **Housekeeping**
8:15 – 9:45 **General Session**
Getting Your Message
Across
Adrianna Hewings
9:45 – 10:15 **BREAK**
10:15 – 11:45 **Break-out Sessions**
11:45 – 1:15 **LUNCH**
1:30 – 2:30 **General Session**
Our Positive Role
Jeff Schmitt, AFM
2:30 – 3:00 **BREAK**
3:00 – 4:30 **General Session**
Attitude is Everything
Keynote Speaker
Traci Lynn

NACOP:
www.arsnet.usda.gov/nacop/